

STATE OF MONTANA SECRETARY OF STATE RECORDS MANAGEMENT BUREAU GENERAL RECORDS RETENTION SCHEDULE		Records Category <	ADMIN. & LEGAL RECORDS			
General Schedule Number < 3		Page 1 of 3 < 1997				
Item	Record Series Title	Distribution	Office	Records Center	Total	Disposition
1	Appointments - Official - Governor	Agency	5 years	P	P	Secretary of State
	Appointments - Official - Agency	Agency	5 years	P	P	Secretary of State
2	Audit Reports	Legislative Auditor	4 years	P	P	Archives (one copy)
		Agency	6 years	P	P	Destroy
3	Bills of Sale (for capital equipment; excluding real property)	Agency	4 years	4 years	8 years	Destroy
4	Complaints - Written	Agency	3 years	3 years	3 years	Destroy
5	Correspondence (Administrative & Operational)	Agency	3 years	3 years	3 years	Archives
6	Deeds and Titles	Agency	P	P	P	Agency
7	Insurance Policies Expired (Other than Worker's Comp.)	Agency				Destroy 8 years after expiration
8	Leases	Agency				Destroy 5 years after expiration
9	Minutes	Agency	4 years	P	P	Archives
10	Notices/Affidavits of Publications	Agency	2 years	2 years	2 years	Destroy
11	Ordinances, Codes, Regulations, Directives, Policies	Agency	4 years	4 years	4 years	Archives for review when superseded
12	Financial Reports		6 years	6 years	6 years	Archives (one copy)
13	Operation Reports	Agency	4 years	4 years	4 years	Archives (one copy)

STATE OF MONTANA SECRETARY OF STATE RECORDS MANAGEMENT BUREAU GENERAL RECORDS RETENTION SCHEDULE		Records Category <	ADMIN. & LEGAL RECORDS			
Item	Record Series Title	Distribution	Office	Records Center	Total	Disposition
14	Grants & Supporting Documentation	Agency	3 years	2 years	5 years	Retain 5 years after expiration
15	Application for License, Permits, etc.	Agency	3 years	3 years	3 years	
16	Licenses, Permits-original, renewals	Agency	3 years	3 years	3 years	Retain 3 years after expiration
17	Test Reports, Certification of Accuracy or Validity	Agency	3 years	3 years	3 years	
18	Monthly Reports	Agency	4 years	4 years	4 years	Offer to Archives
19	Reading or Day Files	Agency	2 years	2 years	2 years	Offer to Archives
20	Subject Files (reference materials filed by specific information identified by subject title)	Agency	3 years	3 years	3 years	Offer to Archives
21	Individual Contracts (Upon Term)	Agency	3 years	5 years	8 years	Destroy
22	Forms Order	General Services Agency	4 years 1 year	4 years 1 year	4 years 1 year	Destroy Destroy
23	Inter-Agency Service Agreement	Agency (Office of Origin)				Retain 3 years after termination of service, then destroy
24	Telephone Service Request	Communication Agency	Div. years 1 year	3 years 1 years	3 years 1 years	Destroy Destroy
25	Communication Equipment Request	Communication Agency	Div. years 1 year	3 years 1 year	3 years 1 year	Destroy Destroy

STATE OF MONTANA SECRETARY OF STATE RECORDS MANAGEMENT BUREAU		GENERAL RECORDS RETENTION SCHEDULE		ADMIN & LEGAL RECORDS		
Item	Record Series Title	Distribution	Office	Records Center	Total	Disposition
26	Inventory Report (Property Listings)  TRAVEL FORMS	Agency			3 years	Retain until superseded
27	Personal Vehicle Use Authorization	Motor Pool Employee			3 years	Destroy when no longer of value
28	Actual and Necessary Travel Expense Voucher	Accounting Division Agency			3 years	Destroy
29	Transportation Purchase Order	Accounting Division Agency			3 years	Destroy
30	Travel Expense Voucher	Accounting Division Agency			3 years	Destroy
31	Vehicle Requisition and Trip Form	Motor Pool Agency Highway Account	1 year 1 year 4 years		1 year 1 year 4 years	Destroy Destroy Destroy
32	Request and Justification for Out-of-State Travel	Accounting Division Agency	1 year 3 year		4 years	5 years 3 years
33	Contracts	Agency	8 years	0 years	8 years	After Termination